



DURHAM
CONVENTION
CENTER

catering menu

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please note: menu options are not limited to these selections. if you desire something that is not listed here, please ask your events manager for accurate pricing based on your request.

our chef is happy to accommodate the needs of all groups.

all choices and final headcounts must be submitted to event manager 7 days before event.

a la carte

regular or decaffeinated house blend coffee

\$36 per gallon++

international coffee station with syrups

\$0.50 per person++

whipped cream & chocolate shavings

\$1.00 per person++

infused water: citrus, strawberry or cucumber/mint

\$30 per gallon++

freshly brewed iced tea, home-style lemonade,
or fruit punch

\$20 per gallon++

bottled water, can soda or assorted bottled juices

\$2 each++

breakfast sandwich: bacon, egg, and cheese on
biscuit, english muffin, or croissant

\$3 each++

(substitute sausage or country ham for bacon)

breakfast burrito: scrambled eggs, cheese, onions
and peppers w. sides of sour cream and salsa

\$4 each++

add pork or turkey sausage \$1++ each

selection of fresh bagels and cream cheese

\$20 per dozen++

fresh baked muffins, croissants and danishes or
cinnamon rolls

\$25 per dozen++

hard boiled eggs

\$15 per dozen++

oatmeal or grits *(5 person minimum)*

\$3 per person++

yogurt parfait w. granola and berries

\$3 each++

assorted individual fruit yogurt

\$2 each++

assorted greek yogurt

\$3.50 each++

sliced fresh seasonal fruit or fruit salad

\$5 per person++

whole fresh fruit: apples, oranges & bananas

\$1 each++

granola bar assortment

\$2 each++

fresh baked cookies

\$18 per dozen++

fresh baked brownies

\$18 per dozen++

chocolate mousse w. whipped cream topping

\$3 each++

assorted candy bars

\$2 each++

individual bags of assorted dry snacks

\$2 each++



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++All catered events are subject to a 20% Management Charge and applicable NC State Tax.

themed breaks

service time is limited to one hour
choice of assorted soda & bottled water or coffee included

build your own trail mix

assorted nuts (choose two: walnuts, pecans, almonds, peanuts, cashews)
sunflower seeds, granola, white and dark chocolate chips,
m&m's and assorted dried fruit
\$7 per person++

dried snack break

assortment of individual bagged snacks such as
potato chips, sun chips, pretzels, dried nuts, pre-made trail mix,
goldfish, oreo cookies, smart popcorn
\$7 per person++

healthy break

grilled pita bread and crudité served with regular or sun-dried tomato
hummus, spinach dip, bowls of dried nuts
\$8 per person++
replace soda with infused water for \$1++ per person additional

candy explosion

choose any five items: skittles, m&m's, chocolate kisses,
snickers, milky way, 3 musketeers, kit-kat, reese's pieces,
reese's cup, almond joy, baby ruth
*requires minimum 72 hour notice
\$10 per person++

durham bulls ballpark break

fresh popcorn, peanuts, crackerjacks, soft pretzels
with spicy mustard and assorted ice cream novelties
\$10 per person++
\$12 per person++ with addition of hot dogs (minimum 25 people)

super food break

kale chips, multi-grain chips, dark chocolate, and kashi bars
standard drink selections will be replaced by infused water and energy drinks
*requires minimum 72 hour notice
\$12 per person ++

fiesta break

tri colored tortilla chips served with refried beans, queso cheese, sour cream,
salsa and guacamole
\$10 per person++
\$12 per person++ with addition of ground beef or shredded chicken
\$2 per person++ for quesadillas

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breakfast

service time is limited to one and a half hours
all continental breakfasts include premium coffee,
specialty tea and assorted chilled juices

continental

an assortment of freshly made danishes, muffins and
croissants with fruit preserves and sweet butter
\$11 per person++

executive continental

fresh seasonal fruit, assorted yogurt, assortment of
freshly made scones, danishes and bagels with
flavored cream cheese, fruit preserves and sweet butter
\$14 per person++

hot breakfast buffets

minimum of 30 guests
all breakfast buffets include premium coffee, specialty
tea and assorted chilled juices

omelet station

three egg omelet with onions, mushrooms, tomatoes,
fresh herbs, cheese, peppers, sausage and bacon
\$12 per person++
*\$25 chef fee required++

north carolina sunrise

scrambled eggs, roasted country potatoes, fresh seasonal
fruit, biscuits with fruit preserves and sweet butter
with choice of: sausage links or crisp, applewood bacon
and choice of: pancakes, belgian waffles or french toast
\$17 per person++

bull city breakfast

scrambled eggs, roasted country potatoes, sausage links,
crisp apple wood smoked bacon, cheese grits or oatmeal
and fresh seasonal fruit
with choice of: pancakes, french toast or belgian waffles
and choice of: biscuits or english muffins with fruit
preserves and sweet butter
\$19 per person++
with eggs benedict \$21.50 per person++



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plated breakfast selections

all plated breakfasts include premium coffee, specialty tea and assorted chilled juices

fresh sliced fruit plate

a selection of fresh seasonal fruits including honeydew, cantaloupe and strawberries served with yogurt, mini biscuits or muffins

\$11 per person++

all american

scrambled eggs, choice of apple wood smoked bacon or sausage links, potatoes o'brien and biscuits with fruit preserves and sweet butter

\$14 per person++

quiche

choice of: broccoli and cheese, vegetable or quiche loraine served with country ham and croissant

\$15 per person++

tomato and basil quiche

heirloom tomatoes with fresh basil served with country ham and croissants

\$15 per person++

breakfast casserole

breakfast casserole with sausage, onions, peppers served with country ham and a biscuit, muffin or croissant

\$16 per person++

biscuits and sausage gravy

served with scrambled eggs, bacon and hashbrowns

\$16 per person++

eggs benedict

(limited to 100 guests)

poached eggs served on a toasted english muffin with canadian bacon and hollandaise sauce, breakfast potatoes and selection of breakfast pastries with fruit preserves and sweet butter

\$18 per person++



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lunch buffet

all mid day buffets include premium coffee, specialty tea, iced tea or water
minimum of 30 guests

cold deli

sliced ham, turkey, roast beef & cheese with assorted bread served with lettuce, tomato, onion, pickles, potato salad and cole slaw
dessert: homemade cookies and dessert bars
\$14 per person++

barbecue buffet

homemade cornbread
pulled pork and fried chicken served with baked beans, homemade collard greens, cole slaw and
dessert: choice of apple or peach cobbler
\$17 per person++

corporate luncheon

warm rolls with butter
salad: mixed green garden with assorted dressings
entrées: grilled breast of chicken and baked salmon with lemon wine sauce
sides: herb roasted potatoes and seasonal vegetables
dessert: chef's choice
\$22 per person++

taste of the south

homemade cornbread
salad: mixed green garden with assorted dressings
entrées: southern fried chicken, chopped eastern nc pork bbq, deep fried catfish with spicy tartar sauce
sides: potato salad, collard greens, southern style green beans
dessert: choice of apple or peach cobbler
\$23 per person++

italian buffet

garlic breadsticks
salad: traditional caesar with parmesan cheese
entrées: chicken marsala and italian sausage with peppers and onions
sides: baked rigatoni and seasonal vegetables
dessert: tiramisu or cannolis
\$25 per person++
\$27 per person++ with addition of meatballs

executive lunch

freshly baked rolls
salad: mixed green garden salad with assorted dressings
entrées: oven roasted salmon with chef's sauce, sliced roasted tenderloin of beef with cabernet and mushroom jus, grilled chicken breast with sauce provençal
sides: rice pilaf, steamed seasonal vegetables and sliced seasonal fruit
dessert: chef's choice
\$28 per person++



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plated luncheons

plated luncheons include a choice of dessert, fresh baked bread, premium coffee, specialty tea, iced tea or water minimum of 30 guests

menu below does not allow changes or substitutions

spinach and berry salad

fresh spinach salad with grilled chicken, seasonal berries, red onions and pecans served with balsamic vinaigrette
\$14 per person++

blackened or grilled caesar salad

crisp romaine with grated parmigiano-reggiano, cracked black pepper and garlic croutons tossed in traditional caesar dressing
with blackened or grilled chicken \$14 per person++
with blackened of grilled salmon \$16 per person++

spectra signature entrée salad

bed of mixed greens with marinated flank steak or char-grilled breast of chicken, grape tomatoes, caramelized bermuda onions, feta cheese, julienne peppers, and croutons served with balsamic vinaigrette
\$16 per person++

orange chicken salad

bed of mixed greens with orange slices, grapes, mushrooms, tomatoes, toasted almonds, chilled asparagus and topped with roasted spring chicken. served with assorted dressings
\$16 per person

fiesta salad

bed of mixed greens, shredded cheese, crispy tortilla chips, corn and black bean salsa topped with fajita chicken. served with a choice of chipotle ranch or south western vinaigrette
\$16 per person

dessert

select one option to compliment entrée selection

chocolate cake, german chocolate cake, cheesecake, tiramisu, carrot cake, apple or peach cobbler, pecan pie or chocolate mousse

lunches below will be served with a house salad

vegetarian lasagna

fresh seasonal vegetables layered with creamy béchamel sauce, ricotta, mozzarella and fresh spinach, baked golden brown and garnished with fresh tomato basil marinara and parmesan
\$16 per person++

garlic and lime chicken breast

marinated chicken breast seared with a zest of lime, roasted garlic and a citrus beurre blanc served with wild rice pilaf and shoe string vegetables
\$17 per person++

honey glazed chicken breast

marinated chicken breast with a honey cream sauce served with smashed red skin potatoes and seasonal vegetables
\$17 per person++

herb roasted chicken

herb crusted chicken breast with a herb jus, served with mashed potatoes, green beans and roasted pearl onions
\$17 per person++

roast marinated flank steak

roasted to perfection with chef's choice of sauce served with mashed potatoes and seasonal vegetables
\$18 per person++

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lunch on the go

all boxed lunches come with chips, whole fruit, cookie, soda or bottled water, plastic ware and condiments
minimum of 30 guests

deli sandwiches

choice of chicken salad, tuna salad, turkey, ham or roast beef served on a fresh roll with lettuce, tomato and choice of american, swiss, cheddar or monterey jack cheese
\$13 per person++

grilled chicken caesar

grilled chicken with parmesan cheese, sliced tomato and lettuce with garlic aioli wrapped in a tortilla.
\$13 per person++

italian

ham, pepperoni, and salami topped with oil & vinegar served on a fresh roll with lettuce and tomato
\$13 per person++

grilled vegetable wrap

seasonally fresh grilled vegetables topped with caramelized onions, roasted red peppers and feta cheese wrapped in a vegetable tortilla with balsamic vinaigrette
\$14 per person++

falafel wrap

crunchy vegetarian falafel with hummus, black olives, shredded lettuce, feta cheese, sliced tomato and tzatziki sauce wrapped in a vegetable tortilla
\$14 per person++

thai chicken salad

with crisp carrots, cucumbers, lettuce and thai peanut sauce
\$14 per person++



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build your own plated meal

build your own plated meals include a house salad*, fresh baked rolls with butter, dessert premium coffee, specialty tea, iced tea or water
30 person minimum

please follow guidance from events team and executive chef for best service and selection of plated meals. as always, plate selections and headcounts must be given to event manager 7 days prior to event.

select one entrée, sauce, vegetable and starch you may offer up to two entrée choices to your guests, however the vegetable and starch must be the same on both plates. vegetarian options available upon request.

lunch \$20 per person++
dinner \$26 per person++
\$4++ for two proteins per plate
\$2++ per additional side
\$4++ per additional dessert

entrees:

grilled or roasted chicken breast
grilled steak
seasonal fish
meet with chef for preferred options and special requests

sauces:

tomato basil provençal
chicken au jus
wild mushroom gravy
lemon beurre blanc
dijon cream
roast tomato cream
bourbon demi
béarnaise
hollandaise
cabernet mushroom
garlic herb butter

starches:

chef's choice of risotto
basmati rice with lemon
mushroom rice pilaf
polenta cake
couscous
twice baked potato
parsley potatoes
herb roasted red potatoes
au gratin potatoes
choice of flavored whipped potatoes:
roasted garlic, sour cream & chive, traditional butter



vegetables:

chef's seasonal vegetable medley
green bean almandine
green beans with roast peppers
steamed broccoli
zucchini, summer squash and carrot medley
roasted root vegetable medley
asparagus (*price may increase depending upon season*)

desserts:

chocolate cake
german chocolate cake
cheesecake
carrot cake
apple or peach cobbler
pecan pie
chocolate mousse
tiramisu

*upgrade house salad for seasonal options:

\$1 per person++

spring/summer:

spinach & berries
mixed greens with goat cheese & strawberries

fall/winter:

mixed greens with pears, pecans & feta cheese

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end of day buffets

end of day buffets include dessert, premium coffee,
specialty tea, iced tea or water
minimum of 30 guests

the university buffet

salad: bed of mixed greens with grape tomatoes
entrées: grilled salmon with lemon caper sauce and
sliced beef brisket
sides: garlic mashed potatoes and seasonal vegetables
choice of dessert
\$24 per person++

taste of italy

salad: traditional caesar with parmesan cheese
entrées: baked rigatoni with meatballs, parmesan cheese
and red sauce, grilled chicken breast with black olives,
capers and basil
sides: roasted new potatoes with rosemary and cracked
black pepper, sautéed zucchini, eggplant and red onion
choice of dessert
\$27 per person++

the durham convention center buffet

salad: mixed green salad with grape tomatoes,
entrées: grilled southern spiced pork loin with sautéed
apples and spiced calvados, grilled salmon with roasted
tomato cream sauce
sides: whipped mashed potatoes or herb roasted potatoes
and seasonal mixed vegetables
choice of dessert
\$27 per person++

the durham dinner buffet

salad: tossed greens with roasted red peppers and
kalamata olives with lemon vinaigrette
entrées: baked salmon with lemon butter, sliced
marinated hanger steak, and sautéed airline chicken
breast with wilted kale
sides: oven roasted & stuffed tomatoes, au gratin
potatoes and seasonal mixed vegetables
choice of dessert
\$29 per person++

dessert selections

chocolate cake, german chocolate cake, cheesecake,
tiramisu, carrot cake, apple or peach cobbler, pecan pie
or chocolate mousse



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hot appetizers

minimum order of 25 pieces

chicken wings with blue cheese or ranch and celery and carrots
sauce selections: buffalo, bbq, teriyaki, hot, or dry
\$2 per piece++

meatballs with your choice of bbq, marinara or stroganoff sauce
\$2 per piece++

southern style chicken tenders with honey mustard sauce
\$2 per piece++

vegetarian spring roll with sweet chili sauce
\$2 per piece++

flatbread bites with caramelized onions and goat cheese
\$2 per piece++

french fries and ketchup shooters
\$2 per piece++

pot stickers— choice of pork or vegetable with ginger sauce
\$2.25 per piece++

spinach spanakopita
\$2.50 per piece++

thai satay – choice of beef or chicken with peanut sauce
\$2.50 per piece++

goat cheese and shitake bouche
\$2.50 per piece++

grilled cheese and tomato soup shooters
\$2.50 per piece++

dcc sliders: choice of cheeseburger, pulled pork, bbq chicken, or ground lamb with feta cheese and tzatziki sauce
\$2.50 per piece++

crab rangoon served with chinese chili sauce
\$3 per piece++

bacon wrapped scallops
\$3 per piece++

mini crab cake with spicy remoulade sauce
\$3.25 per piece++

buffalo chicken spring rolls
\$3.25 per piece++
*requires 7 day notice

crispy fried coconut shrimp with orange glaze
\$3.75 per piece++



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cold appetizers

minimum order of 25 pieces

bruschetta

\$1.75 per piece++

kalamata and artichoke brochette

\$2.25 per piece++

roasted tomato and brie crostini

\$2.50 per piece++

caprese antipasto skewer

\$2.50 per piece++

deviled eggs

\$2.50 per piece++

curry chicken salad bouche

\$2.50 per piece++

marinated tortellini skewers

\$2.50 per piece++

chilled shrimp cocktail with cocktail sauce

\$2.75 per piece++

pickled shrimp on a toasted baguette

\$2.75 per piece++

pan seared scallop with spicy salsa on a tortilla crisp

\$3 per piece++

pepper beef tenderloin with horseradish sauce

\$3 per piece++

lump crab meat with spinach salad on a crostini

\$3.50 per piece++

assorted finger sandwiches

priced per 100 pieces

choose up to 3: cream cheese and olive,
roast beef, almond-chicken salad, shrimp and cream cheese,
tuna salad, deviled ham, oven roasted turkey, egg salad,
curried chicken salad, pimento cheese

\$200++

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from the butcher block

carving stations are served with an assortment of rolls and appropriate condiments

a \$75 chef's carving fee will be charged for each chef

roast loin of pork

served with apple sauce
serves 25 - \$75++

marinated turkey breast

roasted to perfection with cranberry sauce,
dijon mustard, and gravy
serves 50 - \$150++

roasted baby back ribs

with jamaican jerk sauce
serves 50 - \$175++

top round of beef

served with au jus
serves 100 - \$275++

carved smoked brisket

served with bbq sauce
serves 50 - \$200++

peppered beef tenderloin

served with bourbon grain mustard
serves 25 - \$300++

prime rib of beef

served with horseradish cream
serves 25 - \$300++



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the wow factor

chef attendant upon request for an additional \$75
minimum of 50 guests

make your own mac 'n cheese

freshly prepared creamy macaroni and cheese with choice of toppings:
spiced shrimp, shredded pork, smoked bacon, mushrooms, fresh herbs,
grated parmesan, spinach, tomatoes and blue cheese
\$10.50 per person++

baked potato bar

baked white and sweet potatoes served with choice of toppings:
whipped butter, italian parsley, white cheddar cheese, chives,
grated parmesan, sour cream, crumbled bacon, horseradish, broccoli
cheese sauce, toasted pecans and brown sugar
\$9.50 per person++

pasta station

tri-colored tortellini and penne pasta with roasted garlic alfredo,
marinara or pesto cream sauce tossed with grilled chicken,
italian sausage, shrimp, mushrooms, peppers, onions, olives and
parmesan cheese
\$10.50 per person++

dessert buffet

assortment of chocolate cake, cheesecake, key lime pie,
pecan pie, fresh fruit tarts and petit fours
\$12 per person++

mini pastry table

fresh fruit tartlets, chocolate espresso cups,
assorted mini pastries and chocolate dipped strawberries
\$12 per person++

cheesecake bar

original, chocolate, and raspberry cheesecake
served with choice of toppings: strawberry, raspberry,
chocolate or caramel sauce, whipped cream, slices of fresh fruit
(pineapple, strawberries), crushed oreos and chocolate shavings
\$12 per person++



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stations, trays and displays

fresh vegetable display

assorted vegetables including broccoli, celery, carrots, cauliflower, red peppers and cucumbers
served with spinach ranch dip
small serves 25 - \$75++
medium serves 50 - \$150++
large serves 125 - \$200++

seasonal fresh fruit and berries display

fresh seasonal fruit display with yogurt dressing
small serves 25 - \$100++
medium serves 50 - \$160++
large serves 125 - \$300++

fresh assorted cheese

selection of domestic and imported assorted cheese
served with crackers and bread
small serves 25 - \$80++
medium serves 50 - \$165++
large serves 125 - \$225++

local cheese tray

*requires minimum 2 week notice
serves 50 - \$195++



mediterranean display

hummus, baba ghanoush, tabouli, artichokes and assorted olives served with fresh pita
small serves 25 - \$50++
medium serves 50 - \$150++
large serves 125 - \$195++

antipasto

black olives, artichoke hearts, mozzarella, prosciutto, salami, pepperoni and roasted peppers
serves 50 - \$175++

charcuterie tray

salami, pepperoni, prosciutto, served with grilled bread and mustard
serves 50 - \$185++

smoked salmon with classic condiments

serves 40 - \$200++

chocolate fondue

served with strawberries, salted pretzels, marshmallows, graham crackers and oreo cookies
serves 50 - \$250++

dips

dips are served with assorted breads and crackers or chips
serves 50 guests

chips and salsa

\$50++

queso

\$95++

artichoke and spinach

\$95++

guacamole

\$50++

five-layer dip

\$75++

crab

\$150++

buffalo chicken dip

\$95++

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bar services

hosted packages

billed to master account.

priced per person - all open bar packages include house red and house white wine

open bar

one hour service

house brand \$12++

premium brand \$14++

top shelf brand \$16++

each additional hour

house Brand \$6++

premium brand \$8++

top shelf brand \$10++

beer, wine and soda only

house wine, domestic and imported beer, assorted soft drinks and bottled water

one hour \$13++

two hours \$17++

three hours \$22++

four hours \$27++

champagne toast

available per bottle

standard house brand \$40++

sparkling cider \$10++

cash and consumption bar packages

consumption bar package bills the master account based on consumption for the following drinks & prices.

cash bar: drinks are paid by guests at prices listed below.

cocktails

house brand \$6++

premium brand \$8++

top shelf brand \$10++

domestic beer \$5++

imported beer \$6++

craft \$8++

wine \$8++

bottled water \$2++

sodas and juices \$2++

house brand liquor includes:

smirnoff vodka, beefeater gin, bacardi rum, dewars scotch, sauza tequila, jim beam bourbon, canadian club

premium brand liquor includes:

absolut vodka, tanqueray gin, jose curevo tequila, captain morgan spiced rum, chivas regal scotch, jack daniels bourbon, seagram's 7 whiskey

top shelf brand liquor includes:

grey goose vodka, ciroc vodka, bombay gin, patron tequila, mt. gay rum, maker's mark bourbon, crown royal whiskey, johnny walker black scotch, hennessey

special staffing requests

the following positions can be requested at additional charge to the client.

number of staff will be determined by the durham convention center events team.

wine pourers- \$25++ per person per hour

passed appetizers- \$25++ per person per hour

at the durham convention center we are committed to making your event a memorable experience for you & your guests. we would be more than happy to design a drink to enhance your evening's experience. also, if you would like to request a certain brand of liquor, beer or wine, please ask your convention services consultant. we would be happy to find out if it is available and any additional fees that may apply.

a \$75 bartender fee will be assessed for all bars producing less than \$300 in revenue. one bar and one bartender for every one hundred and fifty guests will be provided. a request for additional bartender service is at \$75 per bartender.

the n.c. state liquor commission regulates the sale of alcoholic beverages. guests are not permitted to bring liquor into the durham convention center.

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convention services policies

outside food and beverages

no food or beverage of any kind will be permitted to be brought into the facility by the patron or patron's guests or invitees without prior written approval of the general manager or food and beverage director. food items may not be taken off the premises; however, at the durham convention center's sole discretion, excess prepared food is donated under regulated conditions to agencies feeding the underprivileged.

food and beverage sampling

durham convention center exhibitors may distribute food and beverage samples in authorized space, but must not be in competition with products or services offered by dcc food services. samples must be representative of products manufactured or sold by the exhibiting company. free samples are limited to 2 ounces of non-alcoholic beverages and 1 ounce of food. exact descriptions of sample and portion size must be submitted to the food and beverage office for written approval 14 days prior to the opening of the event. no alcoholic samples may be distributed. any exhibitor giving away and/or selling food in their booth must have a permit and all appropriate fees on file with the north carolina department of health.

beverage service

durham convention center offers a complete selection of beverages to compliment your function. the north carolina alcohol and beverage commission regulates alcohol and beverage service. as the licensee, we are responsible for the administration of these regulations. alcoholic beverages may not be brought onto the premises from outside sources. in compliance with abc regulations, we reserve the right to ask patrons for proper identification for alcoholic beverage service, and we reserve the right to refuse alcohol service to intoxicated or underage persons. alcoholic beverages may not be removed from the premises.

labor

catering personnel are scheduled for four-hour shifts for each meal period. events requiring additional time for service over the five-hour period will incur an overtime charge of \$25 per waiter per hour. an additional labor fee will be charged for groups of less than 25 guests. an additional labor fee will be charged for food and beverage preparation and service for events on the following holidays: new year's eve, new year's day, memorial day, fourth of july, labor day, thanksgiving day, christmas eve and christmas day.

management fee and tax

all catered events are subject to a 20% management charge. this management charge is the sole property of the food/beverage service company or the venue owner, as applicable, is used to cover such party's costs and expenses in connection with the catered event (other than employee tips, gratuities, and wages), and is not charged in lieu of a tip. the management charge is not a tip, gratuity, or service charge, nor is it purported to be a tip, gratuity, or service charge, for any wait staff employee, service employee, service bartender, or other employee, and no part of the management charge will be distributed (as a tip, gratuity, or otherwise) to any employee who provides service to guests.

dietary considerations

the durham convention center is happy to address a special dietary request for individual guests with a 10 day advance notice. dcc will prepare 2% vegetarian dinners for plated served dinners. additional fees may apply.

linens

all plated and buffet meal prices include white, ivory or black table linens and your choice of a variety of pre-selected linen napkin colors. your catering sales managers is happy to assist you with custom linen orders for an additional charge.

payments

all food and beverage must be paid in advance of event. a non-refundable deposit of 50% of the total estimated food and beverage charge is required along with the signed catering contract and banquet event orders no less than two weeks prior to the event; with the anticipated balance due no later than three days prior to the event. a credit application and a credit card authorization must be completed for any incidental charges which occur during event.

dcc will gladly accept credit card payments from master card, visa and american express.

guarantees

a final guarantee of attendance is required seven (7) business days prior to all food and beverage events. in the event dcc does not receive a final guarantee prior to 7 business days, the expected number will become the guarantee number. the durham convention center will make every attempt to accommodate any increases in guarantee numbers after the 7 business days, however, the guarantee may not decrease inside of 7 business days prior to event.

in the event of a split entree, the client is responsible to notify the dcc of the exact count of each item 7 business days prior to the event.

cancellation

cancellation of a food function must be sent in writing to your dcc sales representative. any cancellation received more than 30 days of the scheduled event will result in a fee equal to 25% of the estimated food and beverage charges. any cancellation received less than 30 days in advance of the scheduled event will result in a fee of 50% of the estimated food and beverage charges. any cancellation received after the final guarantee has been provided will result in a fee equal to 100% of the charges on the affected banquet event order(s).

prices

prices will be guaranteed 3 months prior to the event. dcc catering services reserves the right to substitute menu items due to market availability and will always make every effort to inform our clients of these substitutions.

*the durham convention center would like to thank
and recognize the following official sponsors:*

